

5 March 1979

Classification Review Procedure

CRP 79-14

PROCEDURE FOR VOIDING AN INCORRECT STAMP

1. Occasionally it becomes necessary to restamp a document, either because the wrong stamp was used originally or because a decision has been made that changes the original action. To avoid confusion, ambiguity, and possible legal problems, there will be no corrections made once a stamp is placed on a document and filled in.

2. If an error has been made in stamping the document (Example 1) or a change in the classification action is necessary (Example 2), the following procedure will prevail:

a. The word "VOID" will be printed in large letters across the face of the original stamp, as shown below.

b. The date the change was made and the employee number of the reviewer making the change will be indicated on the new stamp.

Example 1: A reviewer has stamped and numbered all the documents in a folder, but on reading them discovers that one document must be referred to another agency because it contains material furnished by that agency.

Original Stamp

Document No.	29
No Change In Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to: TS S C	
Next Review Date:	
AUTH.: MR 70-3	
Date:	

New Stamp

DOC NO	29
CIA HAS DETERMINED THAT THIS	
DOCUMENT MAY BE DECLASSIFIED	
SUBJECT TO REVIEW BY <u>STATE</u>	
AUTH:	
REVIEWER	DATE <u>5 MAR 79</u>

STAT

Example 2: A change of classification action is necessary because the original classification action was later determined to be in error.

Original Stamp

STAT

Document No.	30
No Change In Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	1989
Auth.: HR 70-3	
Date: 1 FEB 79	By: <input type="text"/>

New Stamp

Document No.	30
No Change In Class.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	
Auth.: HR 70-3	
Date: 5 MAR 79	By: <input type="text"/>

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Chief,  
Classification Review Group